



District School Board of Pasco County

2015

Retiree Guide to Employee Self Service Online Enrollment

Pasco County Schools Schools Departments Students Parents Employees Comm

District News

Este sitio también está disponible en español

- Pasco School Board to Hold Executive Session
- Centennial Elementary Parents to Dedicate Memorial to Son
- Former Buccaneer Tackles Reading with Elementary Students
- Pasco Students Clean Up at Student Chef Cook-Off
- 21st Century Media Center to be Named After Estabrook
- Pasco Senior Honored as National Achievement Scholarship Semifinalist

Visit the Archives for Featured Stories or News

Quick Links

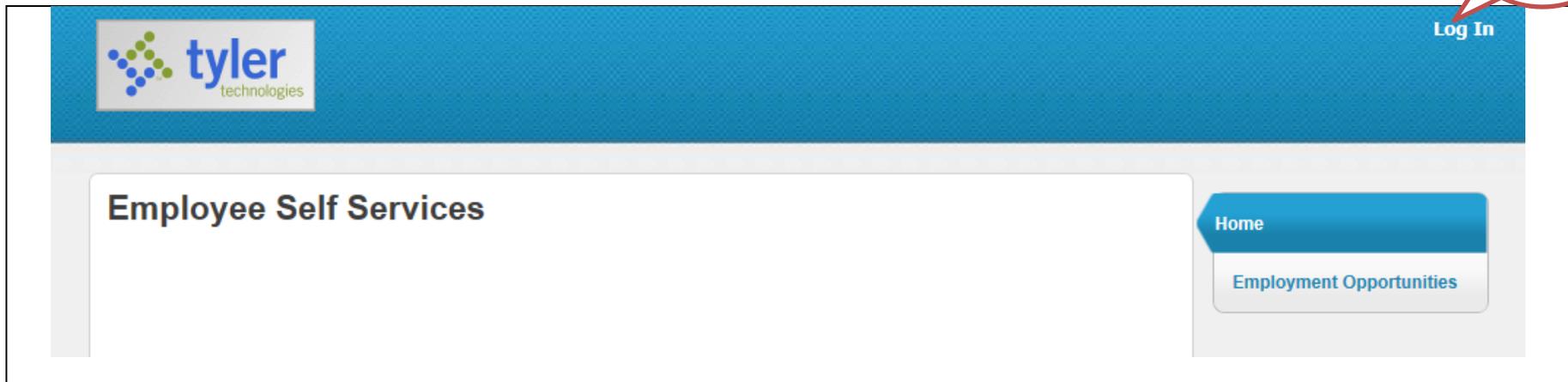
People

- Superintendent Kurt Browning
- Our School Board
- Superintendent's Staff

Pages

- Calendar
- Florida Standards
- Employee Self Service
- EMPLOYMENT OPPORTUNITIES
- Fingerprinting Appt. Scheduler
- Newcomer Guide/Back-to-School

1. Go to Pasco County Schools Homepage: www.pasco.k12.fl.us
2. Click on **Employee Self Service** (Under Quick Links)



- Click “Log In” at the top of the page
- **First Time Users:**
 - Your user name will be your first and last name entered in the following format:
 - firstnamelastname
 - Your password is the last four (4) digits of your social security number.
 - You will be prompted to change your password after logging onto the system for the first time.

Login

Home
Employment Opportunities

Before proceeding you must change your password.
New password must be at least 4 characters long.

Current password

New password

Password strength **Unacceptable**

Confirm new password

New password hint

Change **Cancel**

You may reset your password to any word/number combination that you will remember

 Home

Login

Home
Employment Opportunities

Your password has been successfully changed.

Continue

You will receive the above message once you have successfully changed your password.



Employee Self Services

Home

[Employee Self Service](#)

[Employment Opportunities](#)

Click
Here

- Click the "Employee Self Service" tab on the navigation menu
- You will be directed to the "Employee Self Service" Homepage

Click Here

Welcome to Employee Self Service

Announcements

Message from Human Resources and Educator Quality: Effective July 1, 2014 sick leave accruals will be added to your leave balance on the last Friday of each month. Vacation accruals will continue to be added to your leave balance each pay period.

Personal information

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Phone
HOME PHONE: Email

Time off

Paychecks

[Show paycheck amounts](#)

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Tools

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- Click on the "Benefits" tab on the navigation menu
- You will be directed to your "Current Year Elections" Summary

Benefits

Current Year Elections

[Report/View Life Events](#)

 You must complete your [open enrollment](#) before 10/24/2014.

After you make changes to your elections, please click "Continue" to review and submit them.

Benefit	Current Election	
RETIREE DENTAL	RETIREE HIGH PPO PLAN EMPLOYEE ONLY \$0.00 details	Make New Election
RETIREE VISION	RETIREE VISION COVERAGE WAIVED \$0.00 details	No changes Make New Election
RETIREE BASIC LIFE	RETIREE BASIC LIFE - TIER 3 65 TO 69 \$17,500 \$0.00 details	Decline benefit Make New Election
RETIREE LINA (CIGNA)	LINA LIFE (CIGNA) \$15,000 COVERAGE \$4.80 details	Decline benefit Make New Election
RETIREE LEGAL	ARAG ULTIMATE ADVISOR (INCLUDES ID THEFT PROTECTION) \$0.00 details	Decline benefit Make New Election
RETIREE BLUE MEDICARE PPO	RETIREE BLUE MEDICARE EMPLOYEE ONLY \$0.00 details	Decline benefit Make New Election

Coverage Waived

Click Here

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[Continue](#)

All costs are per pay period. Your estimated total cost per pay period is **\$4.80**.

[Printer friendly page](#)

- Benefits that you are not currently enrolled in are noted as "Coverage Waived"
- You are not eligible to make a "New Election" for benefits that you previously waived.
- Click "Open Enrollment" on the navigation menu to elect benefits for 2015.

New Elections effective January 1, 2015

Open Enrollment

Make Elections

Make a selection for each benefit, then click "Continue". *You must submit this enrollment by 10/24/2014.*

Benefit	Current Election	New Election	
RETIREE MEDICAL	No Election Made	Election Not Made	Make New Election
RETIREE BLUE MEDICARE PPO	RETIREE BLUE MEDICARE EMPLOYEE ONLY \$0.00 details	Election Not Made	Decline benefit No changes Make New Election
RETIREE DENTAL	RETIREE HIGH PPO PLAN EMPLOYEE ONLY \$0.00 details	Election Not Made	No changes Make New Election
RETIREE VISION	RETIREE VISION COVERAGE WAIVED \$0.00 details	Election Not Made	No changes Make New Election
RETIREE MINNESOTA LIFE	RETIREE BASIC LIFE - TIER 3 65 TO 69 \$17,500 \$0.00 details	Election Not Made	Decline benefit No changes Make New Election
LEGAL SERVICES	No Election Made	Election Not Made	Decline benefit Make New Election
RETIREE LINA (CIGNA)	LINA LIFE (CIGNA) \$15,000 COVERAGE \$4.80 details	Election Not Made	No changes Make New Election
RETIREE LEGAL	ARAG ULTIMATE ADVISOR (INCLUDES ID THEFT PROTECTION) \$0.00 details	Election Not Made	Decline benefit Make New Election

[Continue](#)

All costs are per pay period. Your estimated total cost per pay period is \$0.00.

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- You must make an election for each benefit in order to complete your Open Enrollment.
- You can only make changes to benefits that you are currently enrolled in.
- If you enroll in a benefit that you are not eligible to enroll in, it will automatically be deleted without notice.

If your Current Election Column states that you have "No Election Made" or "Waived", you are not eligible to make a new election. You must waive or decline coverage under the new election.

HMO Basic or HMO Premium

Benefits
RETIREE MEDICAL

FLORIDA BLUE (PROVIDERS) | MEDICAL

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HMO BASIC

RETIREE BASIC HMO EMPLOYEE ONLY
Employee Cost \$515.79
ENTER NATIONAL PROVIDER ID NUMBER (NPI 10 DIGITS) :

RETIREE BASIC HMO EMPLOYEE + 1
Employee Cost \$921.97
ENTER NATIONAL PROVIDER ID NUMBER (NPI 10 DIGITS) :

RETIREE BASIC HMO EMPLOYEE + 2
Employee Cost \$1,275.11
ENTER NATIONAL PROVIDER ID NUMBER (NPI 10 DIGITS) :

HMO PREMIUM

PPO STANDARD

WAIVE MEDICAL OPTION

[Add new dependent](#) **Click Here to Add Dependents**

There are no dependents to display.

- Be sure to have your primary care provider’s National Provider ID (NPI) number readily available for entry during open enrollment.
- You may find your provider’s NPI on Florida Blue’s provider search website at:
<https://providersearch.floridablue.com/providersearch/pub/index.htm>

Add Dependents to HMO

Benefits
RETIREE MEDICAL

FLORIDA BLUE (PROVIDERS) | MEDICAL

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HMO BASIC

RETIREE BASIC HMO EM
Employee Cost \$515.79
ENTER NATIONAL PROV

RETIREE BASIC HMO EM
Employee Cost \$921.97
ENTER NATIONAL PROV

RETIREE BASIC HMO EM
Employee Cost \$1,275.11
ENTER NATIONAL PROV

HMO PREMIUM

PPO STANDARD

WAIVE MEDICAL OPTION

Add new dependent

There are no dependents to display.

Add a new dependent

First name

Middle initial

Last name

Date of birth

Gender

Relationship

SSN # (include dashes)

ENTER NATIONAL PROVIDER ID
NUMBER (NPI 10 DIGITS)

OK Cancel

- Enter information for your legal dependent(s) that you are covering under the plan:
 - Full Name (First, MI, Last)
 - Date of Birth
 - Gender
 - Relationship (Spouse, Child, or Grandchild)
 - Social Security Number
 - Primary Care Provider's National Provider ID Number

Benefits RETIREE MEDICAL

FLORIDA BLUE (PROVIDERS) | MEDICAL

HMO BASIC

HMO PREMIUM

PPO STANDARD

RETIREE PPO STANDARD EMPLOYEE ONLY
Employee Cost \$603.29

RETIREE PPO STANDARD EMPLOYEE + 1
Employee Cost \$1,243.73

RETIREE PPO STANDARD EMPLOYEE + 2
Employee Cost \$1,664.35

WAIVE MEDICAL OPTION

[Add new dependent](#)

[Click Here to Add Dependents](#)

There are no dependents to display.

Continue

Cancel

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Add Dependents to PPO

NPI not required for PPO plan.

The screenshot shows the 'Benefits RETIREE MEDICAL' page for 'FLORIDA BLUE (PROVIDERS) | MEDICAL'. A modal window titled 'Add a new dependent' is open, containing the following fields:

- First name:
- Middle initial:
- Last name:
- Date of birth:
- Gender:
- Relationship:
- SSN # (include dashes):

Buttons for 'OK' and 'Cancel' are located at the bottom of the modal. The background page shows a list of benefit options, with 'RETIREE PPO STANDAR' (Employee Cost \$1,243.73) selected. A sidebar on the right contains navigation links: Home, Employee Self Service, Benefits (highlighted), Open Enrollment, Certifications, Pay/Tax Information, Personal Information, Substitute Teaching, and Time Off.

- Enter information for your legal dependent(s) that you are covering under the plan:
 - Full Name (First, MI, Last)
 - Date of Birth
 - Gender
 - Relationship (Spouse, Child, or Grandchild)
 - Social Security Number

<ul style="list-style-type: none"><input type="checkbox"/> HMO BASIC<input type="checkbox"/> HMO PREMIUM<input type="checkbox"/> PPO STANDARD<input type="checkbox"/> WAIVE MEDICAL OPTION<input checked="" type="radio"/> RETIREE WAIVE MEDICAL COVERAGE OPTION Employee Cost \$0.00 <p><input type="button" value="Continue"/> <input type="button" value="Cancel"/></p>	<div style="border: 2px solid orange; border-radius: 10px; padding: 5px; display: inline-block;"><p>Click Here to Waive or Cancel participation in Retiree Medical</p></div>	<div style="background-color: #0070C0; color: white; padding: 5px; border-radius: 5px 5px 0 0;">Benefits</div> <ul style="list-style-type: none">Open EnrollmentCertificationsPay/Tax InformationPersonal InformationSubstitute TeachingTime Off
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**First time participants must complete a BlueMedicare Enrollment Application
Contact Patty Nguyen at (813) 794-2492 for more information.**

Benefits

RETIREE BLUE MEDICARE PPO

Retirees/Spouses Age 65+

MEDICARE OPTION 65+

- RETIREE BLUE MEDICARE EMPLOYEE ONLY
Employee Cost \$306.05
- RETIREE BLUE MEDICARE EMPLOYEE + 1
Employee Cost \$612.10

Decline

I Decline

Continue

Cancel

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IMPORTANT – PLEASE READ

To avoid a delay in your BlueMedicare date, Employee Benefits must have your completed BlueMedicare enrollment form at least 30 days prior to your BlueMedicare effective date. For example, if you are eligible for Medicare effective December 1, 2014 and you want your BlueMedicare effective date to be December 1, 2014, Employee Benefits must receive your completed BlueMedicare application by November 1, 2014.

Benefits RETIREE DENTAL

DELTA HMO PROVIDER LIST

HIGH PPO

- RETIREE HIGH PPO PLAN EMPLOYEE ONLY
Employee Cost \$41.40
- RETIREE HIGH PPO PLAN EMPLOYEE + 1
Employee Cost \$103.24
- RETIREE HIGH PPO PLAN EMPLOYEE + 2
Employee Cost \$141.32

LOW PPO

- RETIREE LOW PPO PLAN EMPLOYEE ONLY
Employee Cost \$27.66
- RETIREE LOW PPO PLAN EMPLOYEE + 1
Employee Cost \$67.12
- RETIREE LOW PPO PLAN EMPLOYEE + 2
Employee Cost \$93.70

DHMO

- RETIREE DHMO EMPLOYEE ONLY
Employee Cost \$19.50
ENTER THE PRIMARY CARE DENTIST ID NUMBER :
- RETIREE DHMO EMPLOYEE + 1
Employee Cost \$34.12
ENTER THE PRIMARY CARE DENTIST ID NUMBER :
- RETIREE DHMO EMPLOYEE + 2
Employee Cost \$53.64
ENTER THE PRIMARY CARE DENTIST ID NUMBER :

WAIVED

Continue

Cancel

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If you are currently enrolled in dental, you may continue your current benefit election, change plans or waive coverage.

Benefits RETIREE VISION

DAVIS VISION

Please select a vision plan below. Note: For a list of network providers visit www.davisvision.com or call 1-800-999-5431.

OPTION I

- RETIREE VISION OPTION I EMPLOYEE ONLY
Employee Cost \$9.24
- RETIREE VISION OPTION I EMPLOYEE + 1
Employee Cost \$16.64
- RETIREE VISION OPTION I EMPLOYEE + FAMILY
Employee Cost \$25.88

OPTION II

- RETIREE VISION OPTION II EMPLOYEE ONLY
Employee Cost \$12.92
- RETIREE VISION OPTION II EMPLOYEE +1
Employee Cost \$23.24
- RETIREE VISION OPTION II EMPLOYEE + FAMILY
Employee Cost \$36.16

OPTION III

- RETIREE VISION OPTION III EMPLOYEE ONLY
Employee Cost \$20.24
- RETIREE VISION OPTION III EMPLOYEE + 1
Employee Cost \$36.42
- RETIREE VISION OPTION III EMPLOYEE + FAMILY
Employee Cost \$56.66

WAIVED

Continue

Cancel

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If you are currently enrolled in vision, you may continue your current benefit election, change plans or waive coverage.

Benefits

RETIREE MINNESOTA LIFE

MINNESOTA LIFFE

Make your selection based on your Age Group followed by life insurance amount. After enrollment, the amount of life insurance selected by retiree cannot be increased, but can be reduced to a lower coverage tier within your age group at any time.

UNDER 65

- RETIREE BASIC LIFE - TIER 1 UNDER 65 \$10,000
Employee Cost \$2.00
- RETIREE BASIC LIFE - TIER 2 UNDER 65 \$20,000
Employee Cost \$9.50
- RETIREE BASIC LIFE - TIER 3 UNDER 65 \$35,000
Employee Cost \$31.85

65 TO 69

- RETIREE BASIC LIFE - TIER 1 65 TO 69 \$5,000
Employee Cost \$1.00
- RETIREE BASIC LIFE - TIER 2 65 TO 69 \$10,000
Employee Cost \$4.75
- RETIREE BASIC LIFE - TIER 3 65 TO 69 \$17,500
Employee Cost \$15.93

70+

- RETIREE BASIC LIFE - TIER 1 70 AND OVER \$3,500
Employee Cost \$0.70
- RETIREE BASIC LIFE - TIER 2 70 AND OVER \$7,000
Employee Cost \$3.33
- RETIREE BASIC LIFE - TIER 3 70 AND OVER \$12,500
Employee Cost \$11.15

Decline

Continue

Cancel

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If you are currently enrolled in the Retiree Minnesota Life Benefit, you may:

- Continue your current level of coverage.
- Reduce your coverage.
- Decline/Cancel your coverage.

You must choose the correct level of coverage for your age tier.

You cannot increase your coverage to a higher amount.

Retirees are NOT ELIGIBLE for this Legal Plan – Please Click the “I Decline” button.

You will have an opportunity to choose Legal and Identity Theft Protection on a different page.

The screenshot shows a web interface for selecting benefits. At the top, it says 'Benefits' and 'LEGAL SERVICES'. Below that, it asks the user to 'Select your desired coverage below.' There are three options listed: 'ULTIMATE ADVISOR PLUS', 'ULTIMATE ADVISOR', and 'Decline'. The 'Decline' option is highlighted with a blue bar. Below the options, there are radio buttons for 'I Decline', 'Continue', and 'Cancel'. A callout bubble with a red border points to the 'Decline' option, containing the text 'Click "I Decline"'. A large red 'X' is drawn across the entire screenshot.

Benefits
RETIREE LINA (CIGNA) LINA (CIGNA)

RETIREE LINA LIFE (CIGNA)

- LINA LIFE (CIGNA) \$5,000 COVERAGE
Employee Cost \$2.50
- LINA LIFE (CIGNA) \$10,000 COVERAGE
Employee Cost \$5.00
- LINA LIFE (CIGNA) \$15,000 COVERAGE
Employee Cost \$7.50
- LINA LIFE (CIGNA) WAIVE COVERAGE
Employee Cost \$0.00

[Continue](#) [Cancel](#)

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If you are currently enrolled in the Retiree LINA (Cigna) Life Benefit, you may:

- Continue your current level of coverage **or**
- Reduce your coverage **or**
- Waive your coverage

You cannot increase your coverage to a higher amount.

Enrollment in this Legal Plan is open to all retirees, including retirees who were not previously enrolled.

Benefits
RETIREE LEGAL

LEGAL

ARAG ULTIMATE ADVISOR (INCLUDES ID THEFT PROTECTION)
Employee Cost \$18.28

ARAG ULTIMATE ADVISOR PLUS (INCLUDES ID THEFT PROTECTION)
Employee Cost \$21.50

I Decline

Continue **Cancel**

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You have an option of two different legal plans to choose from for 2015. Both plans include identity theft protection.

Review Your Enrollment Choices

Review your enrollment

Review

RETIREE MEDICAL

ELECTION - RETIREE WAIVE MEDICAL COVERAGE OPTION

Employee Cost \$0.00

RETIREE BLUE MEDICARE PPO

ELECTION - RETIREE BLUE MEDICARE EMPLOYEE + 1

Employee Cost \$612.10

RETIREE DENTAL

ELECTION - RETIREE HIGH PPO PLAN EMPLOYEE ONLY

Employee Cost \$41.40

RETIREE VISION

ELECTION - RETIREE VISION COVERAGE WAIVED

Employee Cost \$0.00

RETIREE MINNESOTA LIFE

ELECTION - RETIREE BASIC LIFE - TIER 3 65 TO 69 \$17,500

Employee Cost \$15.93

LEGAL SERVICES

ELECTION - Declined

RETIREE LINA (CIGNA)

ELECTION - LINA LIFE (CIGNA)

Employee Cost \$7.50

RETIREE LEGAL

ELECTION - Declined

TOTAL EMPLOYEE COST

\$676.93

Click here to 2015 Benefit
"Submit Choices"

Submit Choices

Modify

Cancel

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1. Review your enrollment elections and confirm that they are correct.
2. Click the "Modify" button if necessary to make changes to your benefit elections.
3. Once your benefits elections are correct, you **MUST** click the "Submit Choices" button to submit your benefit elections for the 2015 Plan Year.

Confirmation that Your Enrollment was Submitted Successfully

Print and retain a copy of your confirmation statement for your files. If there is a discrepancy with your benefits, you will be requested to provide a copy of your summary.

Confirmation

Confirmation



Your enrollment was submitted successfully. You can make changes until your choices have been approved, at which time you will receive a confirmation email. You may want to print this page for your records.

Please click on the "Printer friendly page" just below this text to print this page for your records. Please note, a confirmation email will NOT be automatically sent to you. Thank you for your submission. Employee Benefits and Risk Management, HREQ

[Printer friendly page](#)

Click here to print a copy of your confirmation statement

RETIREE MEDICAL

ELECTION - RETIREE WAIVE MEDICAL COVERAGE

Employee Cost

\$0.00

RETIREE BLUE MEDICARE PPO

ELECTION - RETIREE BLUE MEDICARE EMPLOYEE + 1

Employee Cost

\$612.10

RETIREE DENTAL

ELECTION - RETIREE HIGH PPO PLAN EMPLOYEE ONLY

Employee Cost

\$41.40

RETIREE VISION

ELECTION - RETIREE VISION COVERAGE WAIVED

Employee Cost

\$0.00

RETIREE MINNESOTA LIFE

ELECTION - RETIREE BASIC LIFE - TIER 3 65 TO 69 \$17,500

Employee Cost

\$15.93

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You may click on the areas below to update your personal information.

Personal Information

[Address / E-mail change](#)

Home Address 9105 BULLRUSH CT,
NEW PORT RICHEY, FL 34654

E-mail

Alternate E-mail

Telephone

[Add Telephone Number](#)

Type	Description	Number	Unlisted	
PRIMARY	HOME PHONE	727-207-4823	No	Change

[Dependents](#)

[Add Dependent](#)

No Dependent information to display.

[Emergency Contacts](#)

[Add Emergency Contact](#)

No Emergency Contact information to display.

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District School Board of Pasco County
Office for Human Resources and Educator Quality
Employee Benefits and Risk Management
7227 Land O' Lakes Blvd.
Land O' Lakes, FL 34638

(813) 794-2253 | (727) 774-2253 | (352) 524-2253

www.pasco.k12.fl.us/benefits